



# Guidelines for general syllabuses for third-cycle programmes

## 1. General information

General syllabuses belong to the university's internal regulations. The following guidelines and accompanying template for general syllabuses are based on Chapter 6, Sections 26-27 of the Higher Education Ordinance (1993:100), which state that each subject that offers third-cycle education must have a general syllabus. The general syllabus must state the following: the main content of the study programme, specific entry requirements and any other regulations required. The template is also based on the Association of Swedish Higher Education Institutions' recommendations that the syllabus should state the requirements for each degree and the division between courses and thesis.<sup>1</sup>

## 2. Preparation and adoption of general syllabuses

Proposals for new or revised general syllabuses must be cooperatively prepared by the staff of the third-cycle subject area and then approved by the steering committee of the relevant research area for doctoral studies. Decisions on adoption are made by the Faculty Board or the body to which the Faculty Board has delegated decision-making powers.<sup>2</sup>

General syllabuses must be adopted in Swedish and then translated to English.<sup>3</sup> Both versions must be available on the university websites so information about the programme is easily available.

## 3. Format for general syllabuses

When drawing up and revising general syllabuses the *Template for general syllabuses for third-cycle programmes* must be used, see the appendix to these guidelines. The template

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<sup>1</sup> *Rekommendationer för utbildning på forskarnivå* (REK 2011:3), Association of Swedish Higher Education Institutions

<sup>2</sup> *Besluts- och delegationsordning för Södertörns högskola*

<sup>3</sup> *Språkpolicy för Södertörns högskolas officiella dokument*, reg. no. 747/41/2011

includes some standard wording that must be included in all syllabuses and must not be edited, and instructions to the third-cycle subject area regarding other sections.

General syllabuses at Södertörn University must include the following

- subject description
- qualitative targets
- entry requirements and selection
- programme design and content
- any other information
- entry into effect and any transitional provisions.

#### 4. Entry into effect

These guidelines and the template for general syllabuses enter into effect on 7 September 2022.



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BESLUT

Välj i listan

ÅÅÅÅ-MM-DD

Dnr Ange dnr

## General syllabus for third-cycle programmes in [state subject]

Research area for doctoral studies: [state research area for doctoral studies]

Studies according to this general syllabus may lead to the following qualifications:

Degree of Doctor of Philosophy in [state third-cycle subject area]

Degree of Licentiate of [Arts/Science/Social Science] in [state third-cycle subject area]

Södertörn University stipulates the following under Chapter 6, Sections 26-27 of the Higher Education Ordinance (1993:100).

### 1. Subject

*Mallinstruktioner (tas bort innan studieplanen beslutas)*

Forskarutbildningsämnet ska beskrivas kortfattat och översiktligt. Koppling till forskarutbildningsområdet kan skrivas här.

Lägg eventuellt till information om vad utbildningen kan leda till i studie- och yrkessammanhang efter avslutade studier, exempelvis "Efter utbildningen ska doktoranden självständigt kunna utöva vetenskaplig x forskning med x-vetenskaplig inriktning och göra kvalificerade insatser inom skilda områden av yrkeslivet såsom ...".

[Add text.]

### 2. Qualitative targets

*Mallinstruktioner (tas bort innan studieplanen beslutas)*

Examensmålen finns angivna i bilaga 2 till högskoleförordningen (examensordning) och återges i den allmänna studieplanen.

Eventuella preciserade mål får inte återupprepa målen i högskoleförordningen utan ska komplettera dessa. De ska skrivas med aktiva verb som uttrycker förväntade studieresultat

och vara möjliga att examinera samt kunna stämmas av i den individuella studieplanen. Målen läggs in under rubrikerna "Övriga preciserade krav". Om inga övriga mål/krav finns kan rubrikerna med punkterna strykas.

Målen ska anges separat för doktors- respektive licentiatexamen.

## 2.1. Degree of Doctor [Doktorsexamen]

Under the Higher Education Ordinance, a Degree of Doctor is achieved when the doctoral student has completed a programme of 240 credits within a subject that is offered at third cycle (doctoral) level; of these, at least 120 credits must be for a scholarly thesis of a pass level (doctoral thesis). In [state third-cycle subject area] the thesis must cover [state number] credits – see section 4.1.

On completing the programme, the doctoral student must have acquired the following knowledge and competence necessary for the Degree of Doctor, in accordance with the System of Qualifications in the Higher Education Ordinance:

### *Knowledge and understanding*

For the Degree of Doctor the third-cycle student must

- demonstrate broad knowledge and systematic understanding of the research field as well as advanced and up-to-date specialised knowledge in a limited area of this field
- demonstrate familiarity with research methodology in general and the methods of the specific field of research in particular.

### *Competence and skills*

For the Degree of Doctor the third-cycle student must

- demonstrate the capacity for scholarly analysis and synthesis, as well as to review and assess new and complex phenomena, issues and situations autonomously and critically
- demonstrate the ability to identify and formulate issues with scholarly precision critically, autonomously and creatively, and to plan and use appropriate methods to undertake research and other qualified tasks within predetermined timeframes and to review and evaluate such work
- demonstrate through a thesis the ability to make a significant contribution to the development of knowledge through their own research
- demonstrate the ability in both national and international contexts to present and discuss research and research findings authoritatively in speech and writing and in dialogue with the academic community and society in general
- demonstrate the ability to identify the need for further knowledge
- demonstrate the capacity to contribute to social development and support the learning of others both through research and education and in some other qualified professional capacity.

### *Judgement and approach*

For the Degree of Doctor the third-cycle student must

- demonstrate intellectual autonomy and disciplinary rectitude as well as the ability to make assessments of research ethics
- demonstrate specialised insight into the possibilities and limitations of research, its role in society and the responsibility of the individual for how it is used.

#### *Other specified requirements*

*Mallinstruktioner (tas bort innan studieplanen beslutas)*

Formuleringen läggs till för ämnen som antar BEEGS-doktorander.

- Research conducted at the Baltic and East European Graduate School (BEEGS) must be relevant to the Baltic Sea region and/or Eastern Europe. Similarly, research conducted at other graduate schools or in other research projects must be relevant to their current themes and fields of research.

*Mallinstruktioner (tas bort innan studieplanen beslutas)*

Formuleringen nedan läggs till för ämnen som ingår i forskarutbildningsområdet Utbildningsvetenskapliga studier. Även övriga forskarutbildningsområden kan lägga till motsvarande formulering om så önskas.

- The research must be relevant to the research area of Studies in the Educational Sciences.
- [If there are specific outcomes for the third-cycle subject or area, other than those in the Higher Education Ordinance, add them here.]

## **2.2. Degree of Licentiate [Licentiatexamen]**

Under the Higher Education Ordinance, a Degree of Licentiate is achieved when the doctoral student has completed a programme of 120 credits within a subject that is offered at third cycle (doctoral) level; of these, at least 60 credits must be for a scholarly thesis of a pass level. In [state third-cycle subject area] the thesis must cover [state number] credits – see section 4.1.

On completing the programme, the doctoral student must have acquired the following knowledge and competence necessary for the Degree of Licentiate, in accordance with the System of Qualifications in the Higher Education Ordinance:

#### *Knowledge and understanding*

For a Degree of Licentiate the third-cycle student must

- demonstrate knowledge and understanding in the field of research including current specialist knowledge in a limited area of this field as well as specialised knowledge of research methodology in general and the methods of the specific field of research in particular.

### *Competence and skills*

For a Degree of Licentiate the third-cycle student must

- demonstrate the ability to identify and formulate issues with scholarly precision critically, autonomously and creatively, and to plan and use appropriate methods to undertake a limited piece of research and other qualified tasks within predetermined time frames in order to contribute to the formation of knowledge as well as to evaluate this work
- demonstrate the ability in both national and international contexts to present and discuss research and research findings in speech and writing and in dialogue with the academic community and society in general
- demonstrate the skills required to participate autonomously in research and development work and to work autonomously in some other qualified capacity.

### *Judgement and approach*

For a Degree of Licentiate the third-cycle student must

- demonstrate the ability to make assessments of ethical aspects of their own research
- demonstrate insight into the possibilities and limitations of research, its role in society and the responsibility of the individual for how it is used
- demonstrate the ability to identify the personal need for further knowledge and take responsibility for their ongoing learning.

### *Other specified requirements*

*Mallinstruktioner (tas bort innan studieplanen beslutas)*

Formuleringen läggs till för ämnen som antar BEEGS-doktorander.

- Research conducted at the Baltic and East European Graduate School (BEEGS) must be relevant to the Baltic Sea region and/or Eastern Europe. Similarly, research conducted at other graduate schools or in other research projects must be relevant to their current themes and fields of research.

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- The research must be relevant to the research area of Studies in the Educational Sciences.
- [If there are specific outcomes for the third-cycle subject or area, other than those in the Higher Education Ordinance, add them here.]

### 3. Entry requirements and selection

#### 3.1. General provisions

Under the Higher Education Ordinance, the requirements for admission to third-cycle courses and study programmes are that the applicant meets the general and specific entry requirements prescribed by the higher education institution. The applicant must also be assessed as otherwise possessing the necessary capability to assimilate the content of the degree.

The entry requirements must be fulfilled by the application deadline for the advertised doctoral studentship.

#### 3.2. General entry requirements

Under Chapter 7, Section 39 of the Higher Education Ordinance, a person meets the general entry requirements for third-cycle courses and study programmes if they have

1. been awarded a second-cycle qualification,
2. satisfied the requirements for courses comprising at least 240 credits of which at least 60 credits were awarded in the second-cycle, or
3. acquired substantially equivalent knowledge in some other way in Sweden or abroad.

The higher education institution may permit an exemption from the general entry requirements for an individual applicant, if there are special grounds.

Decisions on exemptions are made by the Faculty Board or the body to which the Faculty Board has delegated decision-making powers regarding admissions.

#### 3.3. Specific entry requirements

*Mallinstruktioner (tas bort innan studieplanen beslutas)*

Här ska forskarutbildningsämnets krav på särskild behörighet anges. Enligt högskoleförordningen (7 kap. 40 §) ska de krav som ställs vara helt nödvändiga för att studenten skall kunna tillgodogöra sig utbildningen. Kraven får avse kunskaper från högskoleutbildning eller motsvarande utbildning, särskild yrkeserfarenhet, och nödvändiga språkkunskaper eller andra villkor som betingas av utbildningen.

Ange om ett självständigt arbete på avancerad nivå ska vara ett krav samt arbetets omfattning i antal högskolepoäng.

Formulera särskild behörighet utifrån minsta antal högskolepoäng som krävs (examen hinner inte alltid utfärdas före ansökan). Suggested statement: *Knowledge equivalent to at least x credits in [subject] or a closely related subject [in the humanities/social sciences], including a degree project worth at least x credits at second-cycle level.*

[Add text.]

The ability to assimilate academic material in English and a command of the language necessary for work on the thesis are prerequisites for admission to the degree programme.

### **3.4. Selection**

Under the Higher Education Ordinance, selection for third-cycle education is done after an assessment of the applicant's capacity to assimilate the programme content. Under university regulations, grounds for selection are the following: documented formal qualifications, demonstrated expertise at time of application in the form of essays and other independent written scholarly works and, where relevant, a proposed research plan. For the applicants who are assessed as most qualified, an interview and references will be used as grounds for selection.

Any grounds for assessment and other circumstances regarding the graduate school or research project must be stated in the text of the job advertisement for the doctoral studentship.

Eligible applicants (see Sections 3.1-3.3) must be ranked by their ability to assimilate third-cycle programmes, after which other circumstances are considered based on the ranking.

An applicant who is considered able to transfer credits from prior education or professional experience may not be given priority over other applicants.

Aspects of gender equality must always be considered. Where qualifications are equivalent, applicants from the underrepresented sex, in relation to the distribution among third-cycle students in the subject at the university, have priority.

Ground for assessment that are applied during selection:

- The applicant's formal qualifications: course/degree certificates, grades and diplomas.
- The applicant's expertise as regards
  - subject knowledge
  - knowledge of scholarly theory and method
  - analytical ability.
- The quality, feasibility and relevance of the proposed research for the research subject and area and, where relevant, the graduate school or research project. For applicants to doctoral positions affiliated with the Baltic and East European Graduate School (BEEGS), the research plan will also be assessed according to its links to and relevance for the graduate school.
- The ability to comply with given timeframes.
- [Add any other subject-specific grounds for assessment, or remove this item.]



During assessment, the following circumstances are also considered:

- whether there are adequate supervisory resources
- whether the planned research is deemed feasible given the available financial resources
- whether the planned research is deemed feasible from the standpoint of research ethics.
- [Add any other subject-specific grounds for assessment, or remove this item.]

#### 4. Programme design and content

*Mallinstruktioner (tas bort innan studieplanen beslutas)*

Innan ytterligare information eventuellt läggs till under styckena nedan, fundera gärna på om mer detaljerade delar bör framgå av forskarutbildningsämnets egna anvisningar i stället (lättare att revidera än en allmän studieplan, som är en föreskrift).

Eventuella tillägg måste överensstämma med högskolans riktlinjer för utbildning på forskarnivå, till exempel *Riktlinjer för handledning inom utbildning på forskarnivå*, *Riktlinjer för individuell studieplan för utbildning på forskarnivå* och *Riktlinjer för examination inom utbildning på forskarnivå*. Dessa finns tillgängliga på högskolans medarbetarwebb på både svenska och engelska.

##### 4.1. General information

Third-cycle education leads to a Degree of Doctor, but may lead to a Degree of Licentiate if this is stated in the doctoral student's admission decision or at the doctoral student's request.

Education for a Degree of Doctor in [state third-cycle subject area] covers 240 credits, of which

- courses equivalent to [state number] credits
- a scholarly thesis equivalent to [state number] credits.

Education for a Degree of Licentiate covers 120 credits, of which

- courses equivalent to [state number] credits
- a scholarly thesis equivalent to [state number] credits.

The doctoral student conducts their research work in parallel to studying courses. Active participation in the research environment's seminar activities is also included in third-cycle programmes.

[Add more detailed text to the above paragraph if necessary.]

Teaching is primarily offered as courses and supervision After agreement with the supervisor, the doctoral student may participate in teaching and knowledge testing at other

academic schools or higher education institutions, as well as international conferences and courses. The doctoral student must be offered career planning support.

#### **4.2. Supervision**

Students in third-cycle education are entitled to supervision during the equivalent of four years of full-time study for a Degree of Doctor and two years for a Degree of Licentiate. At least two supervisors must be appointed for each doctoral student. One of these must be appointed as principal supervisor within two months of the programme starting. Supervisors are selected in consultation with the doctoral student. A doctoral student who so requests must be allowed to change supervisor.

The supervisor(s) and doctoral student must have regular contact regarding how studies are progressing and, every semester, they must check what has been achieved in relation to the individual study plan.

[Add text if necessary.]

#### **4.3. Individual study plan**

The principal supervisor and doctoral student must, together, draw up an individual study plan for the doctoral student's third-cycle studies that includes the university's and the doctoral student's commitments, and a schedule for the programme. The individual study plan is drawn up at the start of employment and is validated according to the school's delegation of authority and decision procedure, no later than five months after the doctoral student has started studying. Follow ups and revisions to the study plan must be performed once each year, when completed programme components and fulfilled outcomes are presented.

[Add text if necessary.]

#### **4.4. Courses**

*Mallinstruktioner (tas bort innan studieplanen beslutas)*

Fyll på med samtliga kurser under respektive rubrik. Vid enbart en kurs, ändra till singularis.

Eventuella krav på högskolepedagogisk kurs som krävs för undervisning bör inte läggas in här utan i ämnets egna anvisningar.

Courses are offered through teaching, at the university or externally, or as individual reading courses. All courses are examined by a specially appointed examiner, internal or external to the university.

The university's regulations state the awarded grades must be either pass or fail.

The elective and individually decided courses are chosen in consultation with the doctoral student's principal supervisor, based on how the courses

- contributes to fulfilling one or more qualitative targets, or
- provide advanced knowledge in selected specialist areas relevant to work on the thesis, or

- are part of individual career planning, such as a course in higher education pedagogy.

[Add text about elective courses if necessary.]

### **Courses for a Degree of Doctor**

Obligatory courses common to the research area [state number] credits

- [Name of course], [state number] credits

Obligatory courses common to the subject [state number] credits

- [Name of course], [state number] credits

Obligatory course for doctoral students at BEEGS

- [Name of course], [state number] credits

Obligatory courses for doctoral students at other graduate schools

- Courses at the graduate school are stated in the agreement between the higher education institutions.

Elective courses, [state number] credits

Elective courses doctoral students at BEEGS, [state number] credits

Elective courses for doctoral students at other graduate schools: the number of credits is decided by the course credits remaining after deducting obligatory courses in the area, subject and graduate school.

### **Courses for a Degree of Licentiate**

Obligatory courses common to the research area [state number] credits

- [Name of course], [state number] credits

Obligatory courses common to the subject [state number] credits

- [Name of course], [state number] credits

Obligatory course for doctoral students at BEEGS

- [Name of course], [state number] credits

Obligatory courses for doctoral students at other graduate schools

- Courses at the graduate school are stated in the agreement between the higher education institutions.

Elective courses, [state number] credits

Elective courses doctoral students at BEEGS, [state number] credits

Elective courses for doctoral students at other graduate schools: the number of credits is decided by the course credits remaining after deducting obligatory courses in the area, subject and graduate school.

*Mallinstruktioner för 4.5 och 4.6 (tas bort innan studieplanen beslutas)*

Komplettera med information enligt nedan eller hänvisa till ämnets egna anvisningar. Eventuell text som läggs till ska överensstämma med *Riktlinjer för examination inom utbildning på forskarnivå (Regulations on the grading system for examinations that are part of third-cycle education at Södertörn University)*.

#### **4.5. Doctoral thesis**

The thesis must be based on autonomous research work and be of importance for research within the chosen third cycle subject area. It must be either a unified and continuous piece of academic work (monograph thesis) or a compilation of academic articles that the doctoral student has written alone or with co-authors, to which a summarising discussion has been added (compilation thesis).

[Add information about quality requirements for publishing the articles in a compilation thesis and any information about the scope of the thesis, number of papers in a compilation thesis, etc. or refer to the subject's instructions.]

If all or parts of the thesis are jointly authored, individual contributions must be clearly differentiated during the examination process.

[Add the format for work with the collegial review, or add: "Information about collegial review is provided in the subject's instructions."]

The doctoral thesis must be reviewed by an external reviewer at a public defence. It is assessed by a specially appointed examining committee in accordance with the provisions of the Higher Education Ordinance and the university's regulations. During grading, consideration must be paid to both the content of the thesis and its public defence. The thesis can be given one of the following grades: Pass or Fail.

#### **4.6. Licentiate thesis**

The thesis must be based on autonomous research work and be of importance for research within the chosen third cycle subject area. It must be either a unified and continuous piece of academic work or a compilation of academic articles that the doctoral student has written alone or with co-authors, to which a summarising discussion has been added.

[Add information about quality requirements for publishing the articles in a compilation thesis and any information about the scope of the thesis, number of papers in a compilation thesis, etc. or refer to the subject's instructions.]

If all or parts of the thesis are jointly authored, individual contributions must be clearly differentiated during the examination process.

[Add the format for work with the collegial review, or add: "Information about collegial review is provided in the subject's instructions."]

The Licentiate thesis must be reviewed and publicly defended. The process for presenting a Licentiate thesis is stated in university guidelines and in routines specific to the area or subject. The thesis can be given one of the following grades: Pass or Fail.

## 5. Other information

Additional information about education at third-cycle level, as well as governing documents, are available on the university's external and internal websites. Further information about third-cycle education per subject can be provided by the director of doctoral studies.

## 6. Entry into effect and transitional provisions

This general syllabus enters into effect on [state date]. The previous syllabus ceases to apply for doctoral students admitted after this date.

Doctoral students who have been admitted to third-cycle education under a previous general syllabus are entitled to complete their programme under that syllabus or to request to transfer to the new general syllabus. The decision to transfer to a new syllabus is made by the steering committee for [state research area for doctoral studies] after a collegial process within the third-cycle subject area, and in consultation with the doctoral student's principal supervisor and the director of doctoral studies. The transfer must be noted in the individual study plan.